



CITY OF SANTA MONICA
invites applications for the position of:
Investigative Specialist
(As-Needed)

SALARY: \$38.37 Hourly

OPENING DATE: 12/24/18

CLOSING DATE: 01/17/19 05:30 PM

JOB SUMMARY:

Performs a wide variety of routine to complex investigative duties within the Police Department's Criminal Investigations Division.

MAJOR DUTIES:

Assists detectives with case filings at the District Attorney's Office, including but not limited to filing, in-custody cases and delivering cases for warrant filings.

Assists with criminal case management, including reviewing and assigning in-custody cases, and updating ICIS entries in the absence of the case manager.

Assists with sex registrant registrations, including fingerprinting, interviews, photographing and obtaining all the required information needed for compliance.

Assists with SCAR (Suspected Child Abuse Reports) investigations and follow-up, including but not limited to: access and monitoring of the eSCAR system, preliminary interviews, writing supplemental reports, and updating progress in case management.

Assists with APS (Adult Protective Services) investigations and follow-up, including but not limited to: preliminary interviews, coordination with respective detectives and WISE and healthy aging staff, and update progress in case management.

Assists in gathering information needed to investigate missing person cases, including conducting preliminary interviews, coordinating with outside agencies and with respective detectives.

Assists with warrant due diligence procedures, which may include assisting detectives with warrant follow-up.

Retrieve, review and process audio/video evidence at the direction of the handling detective for investigation purposes.

Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities, and Skills:

Knowledge of:

Contemporary investigative techniques.
Legal documentation procedures and requirements.
Effective customer service techniques.

Ability to:

Keep accurate records and prepare clear concise reports.
Maintain confidentiality of personal information.
Communicate effectively both orally and in writing.
Follow written and oral instructions.
Use law enforcement telecommunications databases in an appropriate manner.
Demonstrate effective interpersonal skills when acquiring sensitive information from reference sources.
Establish and maintain effective and cooperative working relationships with City employees, and the public.
Provide effective customer service.

Skill in:

Reading, writing and communicating in English at an appropriate level.
Using a personal computer and applicable software applications.
Dealing with a variety of culturally sensitive issues.

Education, Training and Experience:

High school graduation or the equivalent.

Two years of recent, paid work experience as a Police Officer with investigative/detective experience in a California law enforcement agency recognized by P.O.S.T.

Licenses and Certificates:

Possession of a valid Class C driver license.

SELECTION PROCESS:

HOW TO APPLY: Applicants must file a clear, concise, on-line completed City Application with the Human Resources Department by the filing deadline.

SELECTION PROCESS: All applicants will be reviewed and only those candidates determined to be **most qualified** on the basis of experience, as submitted, will be invited to participate further in the selection process.

BACKGROUND INVESTIGATIONS: Candidates who have successfully completed all prior phases of the selection process will be subject to a through background investigation.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.smgov.net/hr>

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P.O. Box 2200
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310-458-8697

human.resources@smgov.net

Position #188101-01
INVESTIGATIVE SPECIALIST (AS-NEEDED)
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